

**BOARD OF ISLAND COUNTY COMMISSIONERS MINUTES OF MEETING 120  
JULY 16, 2014 – WORK SESSIONS**

# **Public Works** **Summary Minutes**

Work Session was held between the County Commissioners and Public Works on Wednesday, July 16, 2014, at 9:00 a.m., in the Island County Administration Building, Room 116, Coupeville, WA. Present were:

[illegible]

**Staff Present: Bill Oakes, Director, Steve Marx**

**Others Present: Elaine Marlow, Budget Director, Larry Van Horn**

Record @ 00:05

## Roads

**Subject/Description: Referral of Road Vacation – Unnamed Right of Way off Midvale Road**

**Attachment:** Memorandum: Petition

**Action Requested:** Approval of petition to vacate a portion of unnamed right of way off Midvale Road from Verlane & Marilyn Gabelein.

**Follow up:** Commissioner Price Johnson moved to refer the petition to the County Engineer for a report. The motion was seconded by Commissioner Vaughan and carried unanimously.

## Public Works

**Subject/Description: 2015-2020 Island County Transportation Improvement Program (TIP) Draft (cont. from 6/18/14)**

**Attachment:** Memorandum; Draft TIP Program, maps

**Discussion:** Bill discussed the request from Commissioner Johnson to remove Freeland Trail Segment 2 and Midvale Trail Feasibility Study from the TIP.

Bill recommended leaving the Midvale Trail Feasibility Study in the TIP in order to determine whether it is of use to the public. Okay with full Board to leave the Midvale Trail Feasibility Study in the TIP.

**Follow Up:** Continue discussion of the Freeland Trail Segment 2 to Monday's meeting.

**Subject/Description: 2015-2020 Capital Improvement Plan (CIP) (cont. from 6/18/14)**

**Attachment:** Memorandum; Draft CIP, maps

**Discussion:** Bill noted the WSDOT Race Road to Jacob Road Safety Improvements Phase 1 (two-way left-turn lane on SR 20 near Island County’s Solid Waste facility) was inadvertently left out of the capital plan for Solid Waste; \$50,000 for 2015 and \$200,000 for 2016.

*Commissioner Price Johnson moved to adopt the CIP as is. Commissioner Price Johnson withdrew her motion and restated the motion to amend the CIP to include the WSDOT Race Road to Jacob Road Safety Improvements Phase 1; \$50,000 for 2015 and \$200,000 for 2016. The motion was seconded by Commissioner Vaughan and carried unanimously.*

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The Board also discussed concerns about infrastructure improvements at Rhododendron Park; moving the drainage project at the Camano Park Shop from the Parks CIP to the Facilities CIP and a funding amount for the Fairground Improvements in 2015.

**Follow Up:** Continue discussion of the fairground improvements in 2015 to Monday's meeting.

## **Human Resources**

Work Session was held between the County Commissioners and Human Resources on Wednesday, July 16, 2014 at 10:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair  
Helen Price Johnson, Member  
Aubrey Vaughan, Member

**Staff Present: Melanie Bacon, Human Resource Director**

**Others Present: Elaine Marlow, Budget Director, Dave Wechner, Sheriff Mark Brown, Greg Banks**

Record @ 58:55

**Subject/Description:** Job Requisitions

**Attachment:** yes

**Action Requested:**

### Planning:

- Code Enforcement Planner, replacement, C-10-C-11, DOQ, #066/14  
*Commissioner Price Johnson moved to approve Job Requisition #066/14. The motion was seconded by Commissioner Vaughan and carried unanimously.*

**Clerk:**

- Deputy Clerk 1, replacement, C-7, # 064/14

**District Court:**

- Court Clerk, replacement, C-7, #065/14

**Assessor:**

- Appraiser Trainee, replacement, #067/14  
*Commissioner Vaughan moved to approve Job Requisitions #064/14, #065/14 & #067/14. The motion was seconded by Commissioner Price Johnson and carried unanimously.*

**Subject/Description: Personnel Policies & Procedures Manual – discussion with Sheriff Brown on proposed change to Policy 2.01.067**

**Attachment:**

**Action Requested:** Sheriff Brown and Greg Banks urged the Board to retain the ability for Elected Officials to physically locate personnel records in their respective offices.

**Follow up:** A majority of the Board agreed not to make any changes to Policy 2.01.067.

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## Planning & Community Development

Work Session was held between the County Commissioners and the Planning Department on Wednesday, July 16, 2014 at 10:30 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** **Jill Johnson, Chair**  
**Helen Price Johnson, Member**  
**Aubrey Vaughan, Member**

**Staff: Pam Dill**

**Staff Present:** David Wechner, Director, Paula Bradshaw

**Others Present: Elaine Marlow, Budget Director**

Record @ 01:30:15

**Subject/Description: Planning update**

**Attachment:** memo and revenue statistics

**Information:** David Wechner provided an update on development review/code enforcement, long range planning, building and strategic planning/office management.

## Monthly Financial Reports

Work Session was held between the County Commissioners and the Auditor/Treasurer on Wednesday, July 16, 2014, at 11:00 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:** Jill Johnson, Chair  
Helen Price Johnson, Member  
Aubrey Vaughan, Member

**Staff: Pam Dill**

**Present: Ana Maria Nunez, LaRae Brown**

**Others Present:** Elaine Marlow, Budget Director

Record @ 01:52

**Subject: Monthly Financial Report**

**Attachment:** [MONTHLY FINANCIAL REPORTS BY AUDITOR AND TREASURER](#)

**Health Department**

Work Session was held between the County Commissioners and the Health Department on Wednesday, July 16, 2014, at 11:10 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

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**County Commissioners:**     **Jill Johnson, Chair**  
   **Helen Price Johnson, Member**  
   **Aubrey Vaughan, Member**

**Staff: Pam Dill**

**Staff Present: Keith Higman, Director**

**Others Present: Elaine Marlow, Budget Director**

Record @ 02:04:53

**Add-on**

**Subject/Description:** PHN 11 Public Health Coordinator, replacement, C-11 #058/14

**Attachment:** none

**Information:** The Public Health Nurse in this position left the County in December. The Health Department advertised and hired a new person who due to personal issues vacated the position. The Health Department readvertised and the person who left in December is interested in coming back to the County in that position. Keith would like to bring her back at the base salary rather than entry level which is equivalent to what she earned when she left County employment in December.

**Follow up:** Okay with full Board.

**Administration**

**Subject/Description: Environmental Health Fee Schedule update**

**Attachment:** yes

**Discussion:** Requesting a 10% increase in Environmental Health Fees which amounts to approximately \$30,000.00/year; no increase to the Food Protection Program.

**Follow up:** Schedule continued discussion for September Board of Health meeting.

**Budget Director/GSA/IT  
Summary Minutes**

Work Session was held between the County Commissioners and the Budget Director on Wednesday, July 16, 2014, at 11:35 a.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA. Present were:

**County Commissioners:**     **Jill Johnson, Chair**  
   **Helen Price Johnson, Member**  
   **Aubrey Vaughan, Member**

**Staff: Pam Dill**

**Staff Present: Elaine Marlow, Budget Director**

**Others Present: Dan Ollis, Island County Fair Association**

Record @ 2:34:30

**Subject/Description:** Island County Fair Association's request to renegotiate lease agreement

**Attachments:** Ltr dated 7/11/14 from Diane Divelbess, President Island County Fair Association; Information taken from financial report provided by Island County Fair Association

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**Discussion:** Elaine noted that the Island County Fair Association has indicated they would consider administering the property in the short term if they receive sufficient funding for the hiring of a property management person, a maintenance person and the budget to sustain the proper repair and upkeep of the Fairgrounds. Sandey Brandon will remain with the Island County Fair Association as the Fair Manager only; all current users of the fairgrounds will have to work with the person designated by the County to manage its property as of October 1, 2014.

Discussion ensued regarding managing of the property in the short term whether by a county employee or by going out for an RFP for a property manager.

**Follow-up:** Elaine Marlow will work with Dan Ollis and Larry Van Horn, Facilities Director, as well as reach out to the Port of South Whidbey and the Parks District and come back to the Board with some options.

**Subject/Description:** 2<sup>nd</sup> Quarter 2014 Financial Results

**Attachments:**

**Action Requested:** Tabled

**Follow-up:**

**Subject/Description:** 3<sup>rd</sup> Amendment to 2014 Budget

**Attachments:**

**Action Requested:** Tabled

**Follow-up:**

**Subject/Description:** Recommendation by Information Technology Committee to Create a County Records Management Task Force to Develop a County-wide Comprehensive Records Management Plan with outside expert assistance

**Attachments:** Memo dated 6/20/14 from IT Steering Committee to BOC

**Information:** Elaine Marlow reviewed the committee's recommendation with the Board.

**Follow up:** Continue discussion to a work session in August.

**Commissioners Agenda**  
**Summary Minutes**

The County Commissioners met during Work Session on Wednesday, July 16, 2014 at 1:30 p.m., in the Island County Annex Building, Commissioners' Hearing Room, B-102, Coupeville, WA.

Present were:

<b>County Commissioners:</b>	<b>Jill Johnson, Chair</b>	<b>Staff: Pam Dill</b>
	<b>Helen Price Johnson, Member</b>	
	<b>Aubrey Vaughan, Member</b>	

**Others Present:** Elaine Marlow, Budget Director, Keith Higman, Melanie Bacon, Debbie Thompson

Record @ 3:30:14

**Subject/Description:** Commissioner committee assignments

**Attachments:** none

**Discussion:** Commissioner Vaughan's committee assignments.

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- LEOFF 1 Disability Board
- Courthouse Security
- North Sound Connecting Communities Project (Farmhouse Gang)
- Solid Waste Advisory Committee
- Public Transportation Benefit Authority (PTBA)
- Law & Justice Council
- ICOM 911

**Subject/Description: Job Requisition #063/14 – Office Coordinator Admin Assistant-Camano**

**Attachments:** yes

**Discussion:** Melanie presented the Board with several options:

- Leave the position as is reporting to the Board.
- Leave the position as is reporting to GSA.
- Eliminate the position as it exists; add duties to the current Public Health part-time position and add another part-time position to Public Health (lunch covered)
- Make the position full time; estimated cost \$65,000-\$69,000 (closed for lunch)

**Follow up:** The Board agreed to keep the position part-time and move it under GSA for the short term while they gather additional information about the work load/duties to help determine a long term strategy for the position.

**Subject/Description: Cancel August 6<sup>th</sup> Work Session**

**Attachments:** none

**Information:** Cancel the August 6<sup>th</sup> Work Session to allow Board members to meet with WSAC Executive Board.

BOARD OF COUNTY COMMISSIONERS  
ISLAND COUNTY, WASHINGTON

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Jill Johnson, Chair

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Helen Price Johnson, Member

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Aubrey Vaughan, Member

ATTEST:

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Debbie Thompson, Clerk of the Board